 Date:

Name of the recipient,

Name of the company,

**Subject: Internet expenses reimbursement request**

Respected Manager,

I am (mention your name), working in (mention the department name). My employee ID is (mention your id).

I am writing this letter to make a formal request to you for the reimbursement of the internet expenses. I bought the internet connection from (mention the name of the company) on 25th June 2030. I subscribed to the monthly package of Rs. 2000 inclusive of all the taxes.

As per the policy of the company, it lies within the rights of the employees to request the reimbursement as I used the internet and subscribed to the monthly package for office work. It is my humble request to you to kindly reimburse me for all the said internet expenses. As proof, I am attaching a copy of the bill I have paid.

Kindly respond to my request. I am hopeful that you will take quick action on my request and issue an order for compensating me

Regards,

Name of the employee

Signatures

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_